TO: City Council

FROM: City Manager

MEETING DATE: August 16, 1989

AGENDA TITLE: Request for Proposals for Wastewater Collection System Management Software Program
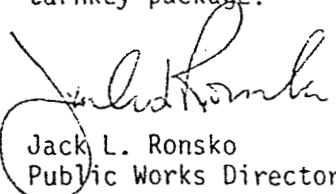

RECOMMENDED ACTION: That the City Council approve the attached Request for Proposals for Wastewater Collection System Management Software Program.

BACKGROUND INFORMATION: The approved 1987/88 Wastewater Capital Outlay Budget includes an allocation of 530,000 for the acquisition of computer hardware, software, and training for a computerized wastewater collection system management program. This program will be used for scheduling, tracking, and generating work orders for routine, scheduled, and unscheduled maintenance work.

The budgeted amount includes the following:

Computer	$ 5,000
Software	$ 4,000
Data Entry	$21,000

The major expense is for entering the existing system attributes (pipe size, length, manhole locations, etc.). This will provide a fully functional, turnkey package.

Jack L. Ronsko
Public Works Director

JLR/PH/mt

Attachment

cc: Water/Wastewater Supervisor Hassey
      Water/Wastewater Superintendent
      Purchasing Officer
      MIS Committee

APPROVED:

THOMAS A. PETERSON, City Manager

FILE NO.

CITY COUNCIL

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CITY OF LODI

CITY **HALL. 221** WEST PINE STREET
CALL BOX *3006*
LODI, CALIFORNIA 95241-1910
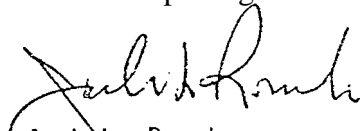**(209)** 334-5634
TELECOPIER (209) 333-6795

August 1989

To Prospective Suppliers:

The City of Lodi is requesting proposals for a Wastewater Collection System
Management (WCSM) Software Program. The program is to be used for
scheduling, tracking, and generating work orders for both preventive and
nonscheduled maintenance **work** and for general system management. Proposals
must be for a complete and fully supported software package, including
initial data entry. Detailed requirements are contained in the document
"Request for Proposals - Wastewater Collection System Management Software
Program for the City of Lodi" available at the office of the Public Works
Director, City of Lodi, 221 West Pine Street, Call Box 3006, Lodi,
California, 95241-1910, (telephone 209-333-6706).

Sealed proposals will be received by the Purchasing Officer at the above
address until 11:00 a.m., Friday, September 22, 1989, at which time they
will be publicly opened and read.

The City reserves the right to reject any or all the proposals and to
select a package best suited to the City's needs.

Jack L. Ronsko
Public Works Director

Enclosure

JLR/RCP/mt

NOTE: If you have questions or comments concerning the request for
proposals, please contact:

F. Patrick Hassey
Water/Wastewater Supervisor
(209) 333-6740

WWSOFTWA/TXTW.02M

CITY OF LODI
PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION

WASTEWATER COLLECTION SYSTEM MANAGEMENT SOFTWARE PROGRAM

REQUEST FOR PROPOSALS

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REQUEST FOR PROPOSALS
WASTEWATER COLLECTION SYSTEM MANAGEMENT SOFTWARE PROGRAM
FOR THE
CITY OF LODI

I. INTRODUCTION

The Wastewater Collection System Management (WCSM) software program
is to be used by the City Public Works Department, Water/Wastewater
Division, to schedule, track, and generate work orders for both
preventive and nonscheduled maintenance work. The WCSM should
maintain an inventory of facilities and keep a history of activities
and TV records for manholes and lines, including service laterals.
Emphasis should be on activities, conditions, stoppages, and
problems. The software shall be simple and understandable to
nontechnical users.

II. APPLICATION INFORMATION

A. General Background

The City of Lodi has a population of 50,000 within 9.1 square
miles (5,800 acres) of mostly developed land (approximately
18,000 parcels).

There are approximately 165 miles of wastewater lines and 2,550
manholes, The City anticipates growing at an average rate of 2%
per year.

The software must run a Hewlett-Packard Vectra Personal Computer,
Model ES/12, with 640K RAM, 40 Mb hard disk, 5-1/4" or 3-1/2"
floppy disk, MSDOS 3.3, and HP Quietjet printer.

B. Application Details

1. System inventory - The WCSM shall keep an inventory of at
least the following physical features and attributes:

a) Manhole number, location/address, map sheet reference,
rim elevation.

b) Pipe size, length, material, invert elevations, year
built.

c) Service lateral address, map sheet reference.

d) Appropriate manhole/pipe/lateral links.

e) Pipe slope and depth shall be calculated from other data.

2. Maintenance Activities - The WCSM shall manage various
maintenance activities:

a) Generate preventive maintenance schedules and work orders

b) Track preventive and unscheduled maintenance tasks

c) Keep a record of inspections including closed circuit television reports and pipe deflection/sag data.

3. System Management - The WCSM shall include cost, work production, and related information in order to produce management reports such as:

a) Annual maintenance task summaries.

b) Future maintenance needs.

c) Cost reports including materials, equipment, and labor costs.

d) Future replacement/rehabilitation needs based on maintenance record, age, and other user selectable criteria.

III. SOFTWARE

A. General Requirements

The software shall be a fully integrated data base management system including data entry, reports and inquiries, and data management. The software shall not rely on operator knowledge of the computer's operating system. However, access to the operating system must be easily available since the City wishes to use the computer for other program.

The system shall not be copy protected.

Disc space required for storage of the WCSM program shall be indicated in the proposal. The supplier shall estimate the storage requirements of the data indicated in Section II of this RFP.

Systems having optional modules or auxiliary programs shall be clearly identified as to what is included in the proposal. Options and interfaces to other programs/languages shall be described.

B. Software Features

The complexity of WCSM software precludes listing detailed requirements in the RFP. The proposal shall include sufficient descriptions of the software capabilities and command structure to allow the City to evaluate the 'stem. Suppliers are encouraged to emphasize features applicable to the City's application. It is suggested that a set of actual user manuals and demonstration disc be included in the proposal. (The City will return any proposal materials requested by the supplier at the end of the evaluation.)

1. Required Features - The program shall have the following features:

a) Command as well as menu driven to more efficiently switch from screen to screen.

b) Table-driven crocess to allow the user(s) to tailor codes and descriptions to their own needs.

c) Date selectabie archive process to floppy disc to free space OR hard disc.

d) Back-up process that does not require operator's use of DOS.

ej Multi-level user security allowing read-only as well as read-write access.

f) Preformatted reports as well as an ad hoc query system to generate custom reports.

g) Well-organized, indexed User's Manual, understandable to nontechnical operators.

2. Desirable Features

a) CAD system interface capability.

b) Selectable data output to disc file for use in other programs (i.e., spreadsheet, graphics, database, system hydraulic model).

c) Rehabilitation alternatives analysis including costs.

d) Multi-user ability within a local network.

e) Ability to accommodate separate systems such as storm drains or industrial waste.

f) Link to portable computer for direct field entry of data.

C. Software Support

The proposal shall describe software support including the following:

1. Help with software questions and problems including number of support personnel and hours of operation.

2. Help with software/hardware interface questions and problems.

3. User group program.

4. Software updates and enhancements.

IV. DATA ENTRY

A. General Requirements

The vendor shall review existing City data and include in the proposal cost to enter, verify, and cross-reference the requested data. The data to be entered does not include all information the systeiii is to be able to handle. The City intends tc enter this additional data as it becomes available. The system shall be functional as appropriate with missing or incomplete aata. For example, if elevation data is entered for only trunklines, a report including stoppages and pipe slope shall include only the trunkiines.

B. Specific Requirements

The specific information to be entered is:

1. Manhole number, address or'street intersection, map reference, connecting pipes, pipe size and iength - see attached sample maps, Exhibits A & B (a complete set can be made available upon request).

2. Unscheduled maintenance reports (approximately 1,000 entries) - see attached Exhibit C, which shows 28 entries; this will require the use of the appropriate system map and an address map in order to reference addresses to manhole numbers.

3. Scheduled maintenance reports (approximately 325) - see attached Exhibits D & E.

4. TV inspection log (approximately 300 sheets) - see attached Exhibit F.

V. INSTALLATION AND TRAINING

A. Installation

The proposal shall include delivery, installation, and testing of all software. The PC to he used is already set up and is functional.

P. Trainino

The proposal shall include recommended softwsre training. The training shall include two phases:

1. System overview, capabilities, arid custom report generation - primarily for management personnel who will supervise overall system use and implementation.

2. System operation - primarily for system operators (clerical staff and maintenance supervisors) who will actually use the system, including data entry and report. generation.

On-line training courses and "help" screens shall be described. The proposal shall indicate the duration of all proposed training. Training shall be in Lodi using the City's system and data. All supplier expenses involved in training shall be included. Cost for additional training over the vendor's recommended amount shall be indicated.

VI. **PRICE AND PAYMENT**

The proposal shall clearly indicate the itemized price of the software, data entry support, training, and miscellaneous items requested in this RFP. All prices shall be current.

A71 quotations shall be protected from price increases for a minimum of 30 days. Sales tax on applicable items shall be included.

Upon completion of installation and testing of software, the City will pay 90% of the purchase price of the items included.

Upon completion of training, the City will pay 100% of the price for training.

Curing the 30 days following the completion of installation/testing or training, whichever is last, the City will use and test the system. Following satisfactory completion of this test period, final payment will be made.

Payment for maintenance and support will be in accordance with tei-ms agreed to between the City and the supplier.

VII. **PROFOSAL REQUIREMENTS**

In addition to the items specifically requested in this RFP, the proposal shall include the following information:

A. Background description of the software including introduction data, revision history, and company background.

B. List of west coast users of the proposed system, including contact person and telephone number.

C. A copy of the software license agreement.

D. Availability of demonstrations.

E. Background description of the software, including introduction dates, production history, company history, and anticipated upgrades.

F. Other maintenance management programs available such as water distribution system, wastewater plant, water well/lift station, vehicle and equipment, and building.

G. Delivery time from date of order including data entry.

H. Cost breakdown, including itemization where appropriate (such as dollars per TV inspection report data entry), and total cost with options and "not-included" items clearly identified.

I. Name and telephone number of supplier contact person who can answer ,technical questions about the proposed system.